|  |
| --- |
| **Finance Operations Cash & Banking****Payment Request Form – Non Petty Cash Requests** |
| **Guidance** |
| Please refer to the Cash Handling policy at <https://www.ed.ac.uk/finance/for-staff/financial-regulations-policies-and-procedures/policies-and-procedures> and ensure you are familiar with the details before completing this form.**All unspent cash must be returned to the coding supplied.**Please complete sections 1-3 and ensure this form is accompanied by a covering letter signed by the budget holder explaining what the payment is for and why it needs to be paid in cash, including the planned end of the trial date and the number of participants involved where applicable. Please also advise of any other relevant information (e.g. denominations of cash required).Once completed please email this form to finance.helpline@ed.ac.uk  |
| **Section 1: Declaration of claimant - I agree that:** |
| 1. these funds will only be spent as indicated in the attached documentation [ ]
2. any unused funds will be returned (in the case of trials and experiments this must be within 7 days of the trials conclusion date) [ ]
3. the details of the expenditure will also be supplied at this time [ ]
 |
| Name of person funds are intended for: |       | Date (DD/MM/YYYY): |       |
| Name of person who prepared the form: |       | School/Department: |       |
| Delivery Address for Cash: | Address line 1:      Address line 2:      Address line 3:      Postcode:       |
| Contact telephone number: |       | Email: |       |
| Total amount of cash required: |       |
| **Section 2: Authorisation (the authoriser cannot be the person completing Section 1 above)** |
| Name of person authorising the payment: |    | Date (DD/MM/YYYY): |       |
| **Please complete the costing information in section 3 before submitting the form.**  |

|  |
| --- |
| **Section 3: Costing Information (for non project related costings)** - please refer to the[**Guidance for the New Chart of Accounts and General Ledger mapping tool.**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) |
| College: |       | Trial name: |       |
| Trial Period from (dd/mm/yyyy): |       | Trial Period to (dd/mm/yyyy): |       |
|   | **% Split**  | **Entity** **(3 digits)**  | **Fund** **(6 digits)**  | **Cost Centre** **(8 digits)**  | **Account****(4 digits)** | **Analysis** **(6 digits)**  | **Portfolio** **(8 digits)**  | **Product** **(8 digits)**  | **Intercompany** **(3 digits)**  | **VAT Code** |
|  | **MANDATORY** **% Split of the costing**  | **Driven by payroll element** **Use the mapping tool**   | **MANDATORY** **Required to capture the type of funding the payroll cost is attached to​**  | **MANDATORY** **Organisational Unit (department)**  | **MANDATORY**Refer to mapping tool | **Likely to always be zero but cross check against the mapping tool**  | **Likely to always be zero but cross check against the mapping tool**  | **Likely to always be zero but cross check against the mapping tool**  | **For cross charging to or from a subsidiary, cross check against the mapping tool**  | **Standard-ST****Exempt-EX****Zero rated - ZE** |
| EXAMPLE 1 | 100%  | 110  | 123456  | 12345678  | 0000 | 000000  | 00000000  | 00000000  | 000  | EX |
| Costing Split 1 |      % |     |       |       |       |       |       |       |     |       |
| Costing Split 2 |      % |     |       |       |       |       |       |       |     |       |
| Costing Split 3 |      % |     |       |       |       |       |       |       |     |       |